

# DELAWARE DSCYF REPORTABLE EVENTS & NOTIFICATION PROCEDURES

## **Events Requiring Person-to Person Voice Contact within 4 Hours (No Voice-Mail)**

1. Allegation of institutional abuse of a Delaware child by program staff member(s)
2. Alleged sexual assault or rape of or by a Delaware youth
3. Child/youth death or death of program staff member while on duty
4. Escape, AWOL, or runaway from 24-hour facility, foster care, day treatment--**See NOTE Below**
5. Injury, illness, or event requiring medical hospital admission beyond ER
6. Disturbance that has potential for harming a child or causing a major program disruption such as a natural disaster, bomb threat, hostage taking, etc

## **Events Requiring Contact within 24 Hours (Voice-Mail Acceptable)**

1. Arrest of employee for criminal offenses at program or involving Delaware child
2. Community, facility, or employee issues which could lead to media attention
3. Infection/illness that may have been caused by conditions in the program facility
4. Police called for assistance or youth arrested on new delinquency charges
5. Removal of employee from duty for issue affecting child security/safety
6. Restraint or seclusion
7. Mechanical or chemical restraint
8. Contraband (weapons, drugs, etc.)
9. Suicide Attempt
10. Medication error/lapse
11. Physical restraint resulting in injury
12. Accident with client in provider's vehicle
13. Pattern of self-harm
14. Injury/illness requiring ER/medical attention
15. Communicable disease (TB/hepatitis/meningitis)

## **Phone Contact Information**

**Family Services**-At any time on any day of the year, call (800) 292-9582

## **During Regular Business Hours**

**Child Mental Health & Youth Rehabilitative Services**--call case or contact manager or Emergency/After-Hours contact phone numbers (*need reach only one*).

## **After-Hours/Weekends/Holidays**

**Child Mental Health**-(800) 722-7710 in DE or (302) 995-8365 outside of DE  
**Youth Rehabilitative Services**-Emergency Daytime: (302) 995-8334 or (302) 995-8268  
After-Hours/Weekends/Holidays--call Administrative Cell Phone: (302) 353-0334

**NOTE:** Must also call Ferris School at (302) 993-3800 to report YRS youth AWOLs, escapes, or failure to return from "home pass" within 1-hour for victim notification.

## **Information to be Included in Initial Telephone Notification:**

1. Reporting person's name, job title, & phone number
2. Provider/Program name, location, & phone number
3. Child's/Youth's name(s) and Date(s) of Birth
4. Location, date, and time of Reportable Event
5. What happened? Include who, what, how, and why]
6. If abuse alleged, what steps have been taken to insure safety?
7. What is the condition of the child at this time?
8. Who has been contacted? (Parents? Guardians? Agencies?)
9. Person to call for additional information/follow-up & phone #

## **Reminder:**

**Written report using  
format in Operating  
Guidelines required  
Within 72 hours of  
Reportable Event.**